

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
October 14, 2014**

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TOWN OF ELLINGTON  
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Members present were Mary Blanchette, Mary Clements, Richard Petrucci, Janet Wieliczka, Patricia Grundman, Children's Librarian and Assistant Library Director, and Susan Phillips, Library Director. Peter Nickerson was absent. Marcia Downs was present as recording secretary.
- II. Citizen's Forum – Citizens present at this meeting were Staff Members Debra Cormier and Cheryl Chamberlin, and Boy Scout Kurt Schafer, who attended from Troop 96 as a requirement for a merit badge, and Brad Schafer, his father.
- III. Approval of Minutes of the September 8th, 2014 Meeting (Blanchette/Clements) - The minutes were reviewed by members present and were unanimously approved as written.
- IV. Treasurer's Report –Marcia Downs reviewed the checking and savings accounts activity for September 2014.
- V. Current Year Budget – A copy of the Year-to-Date budget was reviewed.
- VI. Library Director's Report – The report dated October 14, 2014 was reviewed and discussed. There were two gifts from the Friends of the Library, one for \$7115.00 for the summer programs, and one for \$1980.00 for the museum passes. The Friends have purchased a large banner to advertise its events, and this was hung today at the new building entrance. Plans for this year's Winterfest are in the process of being arranged. The celebration will be December 6, 2014. Pat Grundman reported that the Ornament Workshop will be on the same day. The 'Not Just Trees' Festival will be held again this year. Many projects for building maintenance are finishing up and/or completed. Exterior and some interior painting projects were completed by CD Builders. A prototype of the replacement window in the Children's Program Room has been installed for our approval.
- VII. Friends of the Library Report – Sue Phillips reported that the Fall Book Sale will be the weekend of October 17, 18, and 19, 2014. Also, there will be a Friends meeting next week.
- VIII. Old Business – Review of Job Descriptions – The Board has completed the review of the Job Descriptions for each job within the Library. There were changes, as follows: On the Reference Librarian page, the status as 'Non-Exempt' was added, and on the Library Director and Children's Library Director pages, the addition of the words ' need to have a valid driver's license' were added. A motion was made and unanimously passed (Blanchette/Clements) to accept these changes. - Building Maintenance – This was already discussed within the Director's Report.
- IX. New Business – 2015 Meeting Schedule – The board will keep the meeting schedule the same on the second Tuesday of the month for the year 2015.
- X. Trustees' Concerns – None.
- XI. Correspondence – None.
- XII. Adjournment – A motion was made and unanimously passed to adjourn the meeting at 8:39 PM (Clements/Petrucci).

Respectfully submitted,

*Marcia H. Downs*